

CONFIDENTIAL

MEMORANDUM TO: Director of Security

SUBJECT : Color Photographs for Agency Personnel
Badges

1. The Office of Logistics has been verbally requested to furnish information regarding the cost of making color photographs for all Agency personnel badges. It is understood that the color badges would replace the present black and white badges.

2. Color printing of photographs in the volume required for Agency personnel badges is not now possible with existing equipment in Agency facilities. Therefore, if the work were to be done in Agency facilities it would be necessary to purchase special equipment for the project. It is estimated that such equipment would cost approximately \$25,000. Supplies would cost \$2,100.00 initially and \$4,000.00 more per year than material now used for black and white photographs. At least two additional personnel would be necessary to do this work. ✓

3. If it were permissible to have this work done outside of the Agency facilities the cost would be approximately \$1 per each employee photographed. This would be for six prints and would apply each time a new picture was made. However, it may be difficult to find a commercial plant equipped to do this type of work in volume and which can meet security requirements. Also it probably would be impractical to do other than the initial rebadging work under these conditions, due to the sporadic requirements, limited time, etc., involved in making prints for new employees.

4. Prior to a decision being made to convert to color personnel badges, the matter should be discussed further with the Office of Logistics since the question of personnel

CONFIDENTIAL

SUBJECT: Color Photographs for Agency Personnel
Badges

and equipment must be decided upon well in advance of the starting date of such a program. A decision would have to be made regarding personnel as it is doubtful that the workload could be absorbed. DD/S approval would have to be obtained prior to increasing the personnel ceiling of the Office of Logistics for this purpose. Also to be considered is the necessity to budget for the equipment and supplies if the work is to be done by Agency facilities. ✓

JAMES A. GARRISON
Director of Logistics